


Appendix 2. ACM Checklist – Class I, II, III Airports

	<h1 style="margin: 0;">Airport Certification Manual (ACM)</h1> <h2 style="margin: 0;">Class I, II, III</h2>	<input type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> Disapproved
Airport _____		<input checked="" type="checkbox"/> Satisfactory
Date: __/__/__ By _____		<input checked="" type="checkbox"/> Unsatisfactory
Checklist Items by Section	Status	Remarks
General Requirements		
Submitted in duplicate (or electronically)	<input type="checkbox"/>	
Printed	<input type="checkbox"/>	
Contains only items required under Part 139	<input type="checkbox"/>	
Easy to revise and organize	<input type="checkbox"/>	
Introduction section and sections 301–343	<input type="checkbox"/>	
Introduction Section		
Title or signature page signed by airport operator	<input type="checkbox"/>	
Page Revision Log included and completed	<input type="checkbox"/>	
Date of FAA approval or latest revision on every page	<input type="checkbox"/>	
Class of airport	<input type="checkbox"/>	
ACM distribution list	<input type="checkbox"/>	
Table of contents	<input type="checkbox"/>	
Procedures for revision/amendment	<input type="checkbox"/>	
Person/title responsible for ACM maintenance	<input type="checkbox"/>	
ACM kept current at all times	<input type="checkbox"/>	
Location of official ACM copy at airport	<input type="checkbox"/>	
ACM furnished to appropriate airport personnel	<input type="checkbox"/>	
Official ACM copy available for inspection	<input type="checkbox"/>	
FAA provided with current copy of ACM	<input type="checkbox"/>	
Description of runway and taxiway identification system	<input type="checkbox"/>	
Compliance with approved ACM	<input type="checkbox"/>	
FAA inspection authority	<input type="checkbox"/>	
Limitations, if applicable	<input type="checkbox"/>	
Exemptions, if applicable	<input type="checkbox"/>	
Index of exemptions, if applicable	<input type="checkbox"/>	
Procedures for reporting deviations from Part 139	<input type="checkbox"/>	
Section 301 – Records		
Furnished to ACSI upon request	<input type="checkbox"/>	
Description of personnel recordkeeping system	<input type="checkbox"/>	
Personnel training records retained for 24 consecutive months	<input type="checkbox"/>	
Emergency personnel training records retained for 24 consecutive months	<input type="checkbox"/>	
Tenant fueling inspection records retained for 12 consecutive months	<input type="checkbox"/>	
Self-inspection records retained for 12 consecutive months	<input type="checkbox"/>	
Movement and safety area training records retained for 24 consecutive months	<input type="checkbox"/>	
Accident and incident records retained for 12 consecutive months	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
Section 301 – Records (Continued)		
Airport condition records retained for 12 consecutive months	<input type="checkbox"/>	
Additional records required by the Administrator	<input type="checkbox"/>	
Section 303 – Personnel		
List of key personnel	<input type="checkbox"/>	
Description of functions of key personnel	<input type="checkbox"/>	
Lines of succession of responsibility	<input type="checkbox"/>	
Sufficient qualified personnel	<input type="checkbox"/>	
Sufficient resources and equipment	<input type="checkbox"/>	
Initial and recurrent training in the following areas:	<input type="checkbox"/>	
Airport familiarization	<input type="checkbox"/>	
Access to and operation in movement and safety areas	<input type="checkbox"/>	
Airport communications	<input type="checkbox"/>	
Duties required under the ACM	<input type="checkbox"/>	
Any additional subjects required by the Administrator	<input type="checkbox"/>	
Procedures for additional training, as required	<input type="checkbox"/>	
Provision for an independent organization for compliance, if applicable:	<input type="checkbox"/>	
Authorized by the Administrator	<input type="checkbox"/>	
Description of responsibilities	<input type="checkbox"/>	
Adequate recordkeeping requirement	<input type="checkbox"/>	
Section 305 – Paved Areas		
Description of each Air Carrier movement area	<input type="checkbox"/>	
Required conditions addressed	<input type="checkbox"/>	
Provision for inspection	<input type="checkbox"/>	
Responsibility for maintenance	<input type="checkbox"/>	
Excluded areas, if any	<input type="checkbox"/>	
Section 307 – Unpaved Areas		
Required conditions addressed	<input type="checkbox"/>	
Provision for inspection	<input type="checkbox"/>	
Responsibility for maintenance	<input type="checkbox"/>	
Excluded areas, if any	<input type="checkbox"/>	
Section 309 – Safety Areas		
Dimensions of Safety Area and dates established	<input type="checkbox"/>	
Map or diagram of safety areas	<input type="checkbox"/>	
Required conditions addressed	<input type="checkbox"/>	
Provision for inspection	<input type="checkbox"/>	
Responsibility and procedures for maintenance	<input type="checkbox"/>	
Service roads	<input type="checkbox"/>	
EMAS inspection/maint. procedures, if applicable	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
Section 311 – Marking, Signs, and Lighting		
Inspection of marking and lighting	<input type="checkbox"/>	
Procedures for maintenance of marking, signs, and lighting	<input type="checkbox"/>	
Location of Airport Beacon	<input type="checkbox"/>	
Description of approach lighting for each runway	<input type="checkbox"/>	
Description of each Air Carrier runway lighting and marking as authorized for approach minimum	<input type="checkbox"/>	
Other airport lighting shielded	<input type="checkbox"/>	
Sign and Marking Plan:	<input type="checkbox"/>	
In color	<input type="checkbox"/>	
Location and inscription of signs	<input type="checkbox"/>	
Runway and taxiway markings	<input type="checkbox"/>	
Holding position marking	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
Section 313 – Snow and Ice Control Plan		
Equipment for snow and ice control	<input type="checkbox"/>	
Vehicle communications	<input type="checkbox"/>	
Implementation responsibility/criteria	<input type="checkbox"/>	
Notification of personnel	<input type="checkbox"/>	
Priority areas	<input type="checkbox"/>	
Procedures for prompt snow/ice removal	<input type="checkbox"/>	
Positioning snow off movement areas	<input type="checkbox"/>	
Approved materials used and application	<input type="checkbox"/>	
Criteria for closing movement areas for Air Carrier use	<input type="checkbox"/>	
Air Carrier notification of unsatisfactory conditions	<input type="checkbox"/>	
Methodology and equipment to determine braking action	<input type="checkbox"/>	
Related AC reference included	<input type="checkbox"/>	
Section 315 – Aircraft Rescue and Fire Fighting: Index Determination		
Description of ARFF Index	<input type="checkbox"/>	
Criteria for Index determination	<input type="checkbox"/>	
Section 317 – Aircraft Rescue and Fire Fighting: Equipment and Agents		
Description of vehicle(s) year(s)/turret capabilities	<input type="checkbox"/>	
Type and amount of agents for required vehicles	<input type="checkbox"/>	
Number and type of portable extinguishers	<input type="checkbox"/>	
Exemption, if applicable	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
Section 319 – Aircraft Rescue and Fire Fighting: Operational Requirements		
Description of ARFF operations/organization	<input type="checkbox"/>	
Vehicle communications	<input type="checkbox"/>	
Vehicle marking and lighting	<input type="checkbox"/>	
Vehicle readiness	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
Section 319 – Aircraft Rescue and Fire Fighting: Operational Requirements (Continued)		
Response capability during Air Carrier operations:	<input type="checkbox"/>	
Procedures and responsibility for increase/reduction of Index addressed	<input type="checkbox"/>	
Vehicle maintenance and cover	<input type="checkbox"/>	
Procedures for inoperable vehicles	<input type="checkbox"/>	
Description of protective clothing	<input type="checkbox"/>	
List of personnel used for ARFF duties	<input type="checkbox"/>	
List of personnel used for emergency medical services, if not provided by ARFF	<input type="checkbox"/>	
Description of training curriculum:	<input type="checkbox"/>	
Airport familiarization	<input type="checkbox"/>	
Aircraft familiarization	<input type="checkbox"/>	
Rescue and fire fighting personnel safety	<input type="checkbox"/>	
Emergency communications, including fire alarms	<input type="checkbox"/>	
Use of fire hoses, nozzles, turrets, and other appliances	<input type="checkbox"/>	
Application of extinguishing agents	<input type="checkbox"/>	
Emergency aircraft evacuation assistance	<input type="checkbox"/>	
Fire fighting operations	<input type="checkbox"/>	
Adapting and using structural rescue and fire fighting for ARFF	<input type="checkbox"/>	
Aircraft cargo hazards	<input type="checkbox"/>	
Familiarization with firefighter's duties under the Airport Emergency Plan	<input type="checkbox"/>	
Live-fire drill every 12 consecutive calendar months	<input type="checkbox"/>	
Basic emergency medical training	<input type="checkbox"/>	
Description of alerting system/testing	<input type="checkbox"/>	
Hazardous materials requirement	<input type="checkbox"/>	
Explanation of ATCT role in ARFF operations	<input type="checkbox"/>	
Emergency Access Roads	<input type="checkbox"/>	
Exemption, if applicable	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
Section 321 – Handling and Storing of Hazardous Substances and Materials		
Cargo handling/HAZMAT procedures, if applicable	<input type="checkbox"/>	
Fire safety fuel standards	<input type="checkbox"/>	
Procedures for 3-month inspections	<input type="checkbox"/>	
Noncompliance notification procedures	<input type="checkbox"/>	
Required training is addressed	<input type="checkbox"/>	
Checklists for:		
Storage facilities	<input type="checkbox"/>	
Fuel service vehicles	<input type="checkbox"/>	
AC/other standards references included	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
Section 323 – Traffic and Wind Direction Indicators		
Description and location of wind indicators	<input type="checkbox"/>	
Lighted for nighttime air carrier operations	<input type="checkbox"/>	
Location of segmented circle, if applicable	<input type="checkbox"/>	
Procedures for inspection and maintenance	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
Section 325 – Airport Emergency Plan (AEP)		
Provide for an emergency response to the largest air carrier Index group	<input type="checkbox"/>	
Description of all facilities, agencies, and personnel involved in AEP:	<input type="checkbox"/>	
Description of development	<input type="checkbox"/>	
Description of responsibilities	<input type="checkbox"/>	
Description of AEP duties of airport personnel	<input type="checkbox"/>	
Description of communications network	<input type="checkbox"/>	
Designation of aircraft emergency response	<input type="checkbox"/>	
Implementation procedures/responsibilities	<input type="checkbox"/>	
Procedures for the prompt response to:		
Aircraft incidents and accidents	<input type="checkbox"/>	
Bomb incidents/designated parking	<input type="checkbox"/>	
Structural fires	<input type="checkbox"/>	
Fires at fuel farms or fuel storage areas	<input type="checkbox"/>	
Natural disasters	<input type="checkbox"/>	
Hazardous materials/dangerous goods	<input type="checkbox"/>	
Sabotage/hijack/unlawful interference	<input type="checkbox"/>	
Movement area lighting power failure	<input type="checkbox"/>	
Water rescue situations, as appropriate	<input type="checkbox"/>	
Description of:		
Medical assistance/transport provisions	<input type="checkbox"/>	
Hospital/rescue squad/medical personnel data	<input type="checkbox"/>	
Medical transportation inventory	<input type="checkbox"/>	
Uninjured/injured/deceased building(s) on airport	<input type="checkbox"/>	
Procedures/agencies for crowd control	<input type="checkbox"/>	
Disabled aircraft removal capabilities	<input type="checkbox"/>	
Disabled aircraft removal/NTSB guidelines	<input type="checkbox"/>	
Injured/uninjured marshalling/transport	<input type="checkbox"/>	
Description of emergency alarm systems	<input type="checkbox"/>	
ATCT functions in emergencies	<input type="checkbox"/>	
Agencies/persons notification procedures	<input type="checkbox"/>	
Procedures for an annual review of AEP with all agencies	<input type="checkbox"/>	
Procedures for triennial exercise of AEP	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
Section 325 – Airport Emergency Plan (AEP) (Continued)		
TSA coordination with (b)(2) and (b)(7)	<input type="checkbox"/>	
Grid map:	<input type="checkbox"/>	
Airport/area grid map or means of identifying location and terrain	<input type="checkbox"/>	
Locations significant to emergency operations shown	<input type="checkbox"/>	
Related AC reference included	<input type="checkbox"/>	
Section 327 – Self-Inspection Program		
Daily inspection procedures	<input type="checkbox"/>	
Procedures for inspections due to unusual conditions	<input type="checkbox"/>	
Procedures for inspections after an accident or incident	<input type="checkbox"/>	
Equipment identified	<input type="checkbox"/>	
Dissemination of information procedures	<input type="checkbox"/>	
List of qualified inspection personnel	<input type="checkbox"/>	
Required training	<input type="checkbox"/>	
Reporting system for corrective action	<input type="checkbox"/>	
Copy of Inspection Checklist	<input type="checkbox"/>	
Related AC reference included	<input type="checkbox"/>	
Section 329 – Pedestrians and Ground Vehicles		
Procedures to limit access to movement and safety areas	<input type="checkbox"/>	
Operating procedures in movement/safety areas	<input type="checkbox"/>	
Consequences of noncompliance	<input type="checkbox"/>	
Vehicle communications	<input type="checkbox"/>	
Method used to control vehicles/pedestrians:	<input type="checkbox"/>	
ATCT procedures	<input type="checkbox"/>	
Procedures when ATCT not operating	<input type="checkbox"/>	
Procedures for control when two-way radio contact is not practical	<input type="checkbox"/>	
Description of employee, tenant, and contractor training	<input type="checkbox"/>	
Description of training, records, and accident/incident recordkeeping system	<input type="checkbox"/>	
Accident records available on FAA request	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
Section 331 – Obstructions		
Site of each marked/lighted obstruction	<input type="checkbox"/>	
Objects over which airport has authority that FAA has designated as an obstruction	<input type="checkbox"/>	
Procedures for maintenance of obstruction marking/lighting	<input type="checkbox"/>	
Procedures for coordinating FAA airspace functions	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
Section 331 – Obstructions (Continued)		
Description of methods used to mark, light, or remove obstructions	<input type="checkbox"/>	
Procedures for inspection/notification of outages	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
Section 333 – Protection of NAVAIDs		
Description of construction coordination and responsibility	<input type="checkbox"/>	
Description of methods used to protect NAVAIDs	<input type="checkbox"/>	
Description of methods used to prevent interruption of NAVAID signals	<input type="checkbox"/>	
Degradation of NAVAIDS identified	<input type="checkbox"/>	
Notification procedures in case of possible interference	<input type="checkbox"/>	
Section 335 – Public Protection		
Description of safeguards to prevent inadvertent entry:	<input type="checkbox"/>	
Maintenance of safeguards	<input type="checkbox"/>	
Inspection of safeguards	<input type="checkbox"/>	
Description/location of any blast fencing	<input type="checkbox"/>	
Section 337 – Wildlife Hazard Management		
Procedures to immediately alleviate hazards	<input type="checkbox"/>	
Procedures to notify FAA of wildlife event	<input type="checkbox"/>	
Provision for Wildlife Hazard Assessment, if triggered by the following events:	<input type="checkbox"/>	
Air carrier experiences multiple wildlife strikes	<input type="checkbox"/>	
Air carrier experiences substantial damage	<input type="checkbox"/>	
Air carrier experiences engine ingestion	<input type="checkbox"/>	
Wildlife of a size, or in numbers, capable of causing an event	<input type="checkbox"/>	
Professional qualifications of biologist	<input type="checkbox"/>	
Actions recommended in Wildlife Hazard Assessment, if applicable:	<input type="checkbox"/>	
Analysis of events	<input type="checkbox"/>	
Identification of wildlife	<input type="checkbox"/>	
Location of features	<input type="checkbox"/>	
Description of wildlife hazards to air carrier operations	<input type="checkbox"/>	
Recommended action(s)	<input type="checkbox"/>	
Submitted to the Administrator for determination	<input type="checkbox"/>	
Wildlife Hazard Management Plan, if applicable:		
Provisions to eliminate wildlife hazards	<input type="checkbox"/>	
Approved by the Administrator	<input type="checkbox"/>	
Included in ACM	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
Section 337 – Wildlife Hazard Management (Continued)		
List of individuals having authority and responsibility for implementing the plan	<input type="checkbox"/>	
List prioritizing actions contained in the plan with target dates:	<input type="checkbox"/>	
Wildlife population management	<input type="checkbox"/>	
Habitat modification	<input type="checkbox"/>	
Land use changes	<input type="checkbox"/>	
Requirements for wildlife control permits	<input type="checkbox"/>	
Identification of resources	<input type="checkbox"/>	
Procedures to be followed during air carrier operations:	<input type="checkbox"/>	
Designation of personnel	<input type="checkbox"/>	
Provisions to conduct physical inspections	<input type="checkbox"/>	
Wildlife hazard control measures	<input type="checkbox"/>	
Ways to communicate	<input type="checkbox"/>	
Procedures for review every 12 months or following an event to include:	<input type="checkbox"/>	
Plan effectiveness	<input type="checkbox"/>	
Aspects of wildlife hazards that should be reevaluated	<input type="checkbox"/>	
Provision for a wildlife hazard training program conducted by a qualified wildlife damage management biologist	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
Section 339 – Airport Condition Reporting		
Procedures for the collection and dissemination of airport condition information to Air Carriers	<input type="checkbox"/>	
Use of NOTAM system and other systems acceptable to the Administrator	<input type="checkbox"/>	
Procedures used to monitor airport conditions	<input type="checkbox"/>	
Conditions requiring NOTAMs to be issued:	<input type="checkbox"/>	
Construction or maintenance	<input type="checkbox"/>	
Surface irregularities	<input type="checkbox"/>	
Snow, ice, or water	<input type="checkbox"/>	
Snow piled or drifted	<input type="checkbox"/>	
Objects	<input type="checkbox"/>	
Malfunction of any lighting system	<input type="checkbox"/>	
Unresolved wildlife hazards	<input type="checkbox"/>	
Non-availability of ARFF capabilities	<input type="checkbox"/>	
Conditions that would adversely affect Air Carrier operations	<input type="checkbox"/>	
Personnel responsible for issuing NOTAMs	<input type="checkbox"/>	
NOTAM form	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	



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Checklist Items by Section	Status	Remarks
Section 341 – Identifying, Marking, and Lighting Construction and Other Unserviceable Areas		
Responsibility for coordinating construction	<input type="checkbox"/>	
Construction marking/lighting procedures	<input type="checkbox"/>	
Construction equipment marking/operations	<input type="checkbox"/>	
Unserviceable area marking procedures	<input type="checkbox"/>	
Utility damage prevention procedures	<input type="checkbox"/>	
Related AC references included	<input type="checkbox"/>	
Section 343 - Non-Complying Conditions		
Responsibility for unsafe airport area closure	<input type="checkbox"/>	
Procedures to limit Air Carrier operations in unsafe areas	<input type="checkbox"/>	

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